

# Portal Help Guide

## SOUTH DAKOTA ASSESSMENT PORTAL

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## 1. INTRODUCTION

### 1.1. PURPOSE

This document is intended to provide instruction for general use of the South Dakota Assessment Portal, including user and group management, programs and standards.

### 1.2. LOGGING IN

To access SDAP, users will navigate to [sdap.emetric.net](http://sdap.emetric.net) and will be presented with a page similar to the following.

The screenshot shows the login interface for the South Dakota Assessment Portal. At the top left is the South Dakota Department of Education logo, featuring a torch and the text "south dakota DEPARTMENT OF EDUCATION Learning. Leadership. Service." Below the logo, the title "Assessment Portal" is centered. In the center of the page is a white rounded rectangle containing two text input fields labeled "Username" and "Password". Below these fields is a blue circular button with the text "Sign In". Underneath the button is a blue link that says "Forgot your password?". At the bottom left of the page is the "eMetric" logo. At the bottom center, there is a row of small links: "© 2015 eMetric LLC", "Contact Us", "Terms of Use", and "Problems Logging In?".

Users will type their username and password into the text boxes and click the **Sign In** button to enter the portal.

### A. SUPPORT

- **Forgot your password?:** If a user has forgotten their password, click on the **Forgot your password?** link and enter the username into the textbox provided. Click the **Reset Password** button. The system will send an email to the address associated with the account that will allow the user to reset his or her password.
- **Contact Us:** The **Contact Us** link provides contact information for eMetric support and the SDDOE.
- **Terms of Use:** The **Terms of Use** link provides security information regarding SDAP.
- **Problems Logging In?:** The **Problems Logging In?** link will redirect the user to a portal of FAQs.

## 2. DASHBOARD

Upon logging in to SDAP, the dashboard provides access to the various components necessary to author, schedule, administer, score, and report tests. The dashboard is comprised of the following components:

- **Authoring:** Authoring allows users to perform three functions in the test creation process: *item authoring*, *forms construction*, and *test authoring and publishing*.
- **Administration:** Administration allows for organizing students for testing, scheduling tests, accessing student login information and monitoring testing progress.
- **Test Delivery (iTester3):** Test Delivery is a next generation test delivery platform. It seamlessly supports test delivery on multiple devices and varying security requirements.
- **Scoring:** Scoring supports both automated computer-based and distributed scoring.
- **Reporting:** Reporting offers real time reports for tests administered online.

### 2.1. TECHNICAL REQUIREMENTS

The SDAP portal can be accessed using the following operating systems, browsers, and screen resolutions.

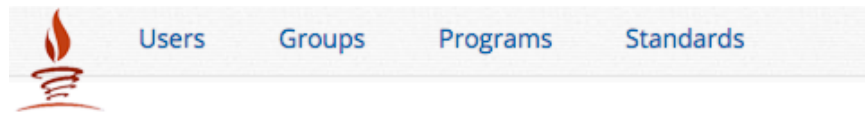
	PC	Mac
<b>Operating Systems</b>	<ul style="list-style-type: none"><li>• Windows XP SP2+</li><li>• Windows Vista</li><li>• Windows 7</li><li>• Linux (Ubuntu 10.04+, Debian 6+, OpenSuSe 11.3+, Fedora Linux 16)</li></ul>	<ul style="list-style-type: none"><li>• Mac OSX 10.5.6 and above</li></ul>
<b>Browser</b>	<ul style="list-style-type: none"><li>• Chrome® 23+</li><li>• Firefox® 17+</li><li>• Safari 5.0+</li><li>• Internet Explorer® 9.0+</li></ul>	<ul style="list-style-type: none"><li>• Chrome® 23+</li><li>• Firefox® 17+</li><li>• Safari 5.0+</li><li>• Internet Explorer® 9.0+</li></ul>
<b>Screen Resolution</b>	Ideal resolution should be 1366x768 or greater	

### 2.2. TECHNICAL SUPPORT

If there are questions regarding the South Dakota Assessment Portal, contact eMetric support at [support@emetric.net](mailto:support@emetric.net) or by calling toll-free (877) 829-7769.

### 3. MENU

The top menu bar in the dashboard provides features, based on account type, that are relevant in multiple components.



#### 3.1. USERS

The Users option provides user management features for the platform. According to your user permissions, you can view users, add new users and manage existing user accounts for the platform.

By default, a list of existing users will be provided. This list can be filtered utilizing organization and role drop-downs or by a search box.

A screenshot of the 'Users' management interface. At the top, there's a navigation bar with 'Users', 'Groups', 'Programs', and 'Standards'. Below this is a search bar and a 'Create New User' button. A filter section contains two dropdown menus: 'Choose an Organization' and 'Choose a Role'. Below the filters is a table of users with columns for First Name, Last Name, Email, and Username. Each row has an edit icon (pencil) to its right.

First Name	Last Name	Email	Username
Marcus	Gilberto	emetric@emetric.net	GilbertoMarcus1662
Alicia	Gondeck	emetric@emetric.net	DemoTeacher
Jerry	Kristine	emetric@emetric.net	KristineJerry1662
Erin	ONeill	emetric@emetric.net	EONeill
Jerry	O'Teri	emetric@emetric.net	dd

#### A. ADD A NEW USER

To add a new user, click the **Create New User** button.

A screenshot of the 'Create New User' form. It has two main sections. The left section contains input fields for Username, First Name, Last Name, Email, Phone Number, Fax Number, and Address. The right section, titled 'Roles & Organizations', contains a dropdown for 'New User has the following role:' and a section for 'New User belongs to the following organizations:' with a button to 'Click here to select organization(s)'.

1. Enter the new user's personal and contact information. Fields with a red asterisk are required.
2. Select the role you wish the user to have from the "New user has the following role" drop-down menu. The permissions for the indicated user role will be provided to the individual given the role. Below are descriptions of roles and permissions.

**Super User:** Super User accounts are assigned to SDDOE level users.

- i. Access to all components and support materials, except Scoring component
- ii. Can edit own profile and all users profiles with the exception of other Super User accounts
- iii. Can view and approve Test Security Agreements
- iv. Can author items, forms and tests for the EOC, SD Benchmarks, and Classroom programs
- v. Can create users and groups
- vi. Create student records, classes, view and schedule test administrations
- vii. View and print student logins
- viii. View reports for all students in the state

**District Coordinator:** These are the individuals who will be responsible for district-level assessments and data.

- i. Access to all components and support materials, except Scoring component
- ii. Can edit own profile and users profiles at the district-level and below
- iii. Can author items, forms, and tests in the Classroom and District Secure programs
- iv. Can create users and groups
- v. Can certify Site Readiness
- vi. Create student records, classes, view and schedule test administrations
- vii. View and print student logins
- viii. View reports for students within district
- ix. Can submit Test Security Agreements

**District User**

- i. Access to all components and support materials, except Scoring component
- ii. Can edit own profile and all school users profiles
- iii. Can author items, forms, and tests in the District Secure and Classroom programs
- iv. Can create users and groups
- v. Can certify Site Readiness
- vi. Create student records, classes, and view and schedule test administrations
- vii. View and print student logins
- viii. View reports for students within district
- ix. Can submit Test Security Agreements

**School Coordinator:** These are the individuals who will be responsible for school-level assessments and data.

- i. Access to all components and support materials, except Scoring component
- x. Can edit own profile and users profiles at the school-level and below
- xi. Can author items, forms, and tests in the Classroom program
- xii. Can create users and groups
- xiii. Can certify Site Readiness
- xiv. Create student records, classes, view and schedule test administrations
- xv. View and print student logins
- xvi. View reports for students within school
- xvii. Can submit Test Security Agreements

**School User**

- i. Access to all components and support materials, except Scoring component
- ii. Can edit own profile and teacher profiles
- iii. Can Author items, forms, and tests
- iv. Can create users and groups
- v. Can certify Site Readiness
- vi. Create individual student records, classes, view and schedule test administrations
- vii. View and print student logins
- viii. View reports for students within school
- ix. Can submit Test Security Agreements

**Teacher:** Teacher accounts may be assigned to a specific content area(s), which will restrict access to only the specified content area(s) throughout the portal, or the content area can be left blank, which will give the Teacher account access to all content areas throughout the portal.

- i. Access to all modules and support materials, including Scoring module which is only available to teachers
- ii. Can edit own profile
- iii. Can author items, forms, and tests in the Classroom program
- iv. Can submit Test Security Agreements
- v. Create classes, view and schedule test administrations
- vi. Can score human-scorable items for their own students
- vii. View reports for students within own classes

**IT Coordinator:** This role is assigned by the Coordinator and is intended for information technology personnel at the district and/or school level. Personnel with this role are responsible for setting up the online testing environment for participating districts and schools.


- i. Access to Administration module and support materials
- ii. Can edit own profile

- iii. Can download and install the secure student testing interface (kiosk), and conduct workstation readiness testing

3. In the Organizations menu, select the organizations the user should have access to. Users can have access to multiple organizations.

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#### B. EDIT A USER

To edit an existing user, select the  icon in the user's row. You will be redirected to the user's profile and will be able to edit fields as allowed by your account type. Click **Save** to save any changes made to a user's profile.

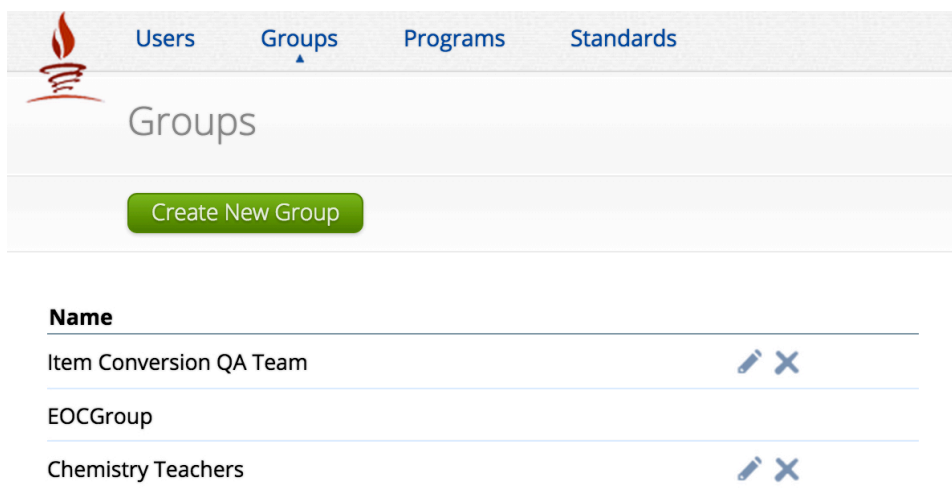
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#### C. UPDATING YOUR USER PROFILE

To make changes to your user profile, click on your name in the upper right corner of the portal, followed by the **My Profile** link. Click the **Edit Information** button to make updates to your first or last name, email address, password, phone number, fax number or address. Click **Save Profile** to save any changes you have made.

### 3.2. GROUPS

The Groups link allows for the organization of users into "Groups." Groups provide a more efficient means of sharing information within the platform. For example, items and forms can be shared with 'Groups' of users. (For example: Instead of selecting each chemistry teacher individually each time you wish to share a chemistry item, you can create a group for chemistry teachers and share with the group.)



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#### A. CREATE A NEW GROUP

To create a new group, click the **Create New Group** button.

The screenshot shows the 'Edit Group' interface. At the top, there are tabs for 'Users', 'Groups' (which is selected), 'Programs', and 'Standards'. Below the tabs is a red flame icon. The main heading is 'Edit Group:'. To its right is a text input field containing 'New Group'. Below this are two buttons: 'Save Group' (in blue) and 'Cancel' (in grey). Below the buttons are two tabs: 'Current Users' and 'Add or Remove Users'. The 'Current Users' tab is active, and it displays the message 'This group is currently empty.'

Type the desired name of the group in the space next to “Edit Group:”. You can add users to the group by selecting the ‘Add or Remove Users’ tab and clicking **Add to Group** in the user’s row. Once a user is in a group you can click **Remove** in their row to remove them from the group. The ‘Current Users’ tab will update to reflect the current group membership.

The screenshot shows the 'Edit Group' interface for an existing group. At the top, there are tabs for 'Users', 'Groups' (which is selected), 'Programs', and 'Standards'. Below the tabs is a red flame icon. The main heading is 'Edit Group:'. To its right is a text input field containing 'Algebra I Teachers'. Below this are two buttons: 'Save Group' (in blue) and 'Cancel' (in grey). Below the buttons are two tabs: 'Current Users' and 'Add or Remove Users'. The 'Current Users' tab is active, and it displays a list of users. The list has two rows, each with a user's name, email address, and a 'Remove' link.

User Name	Email Address	Action
Ericka Alonzo	emetric@emetric.net	<a href="#">Remove</a>
Qura Adrienne	emetric@emetric.net	<a href="#">Remove</a>

## B. EDIT OR DELETE A GROUP

To edit an existing group, click the  icon.

To delete an existing group, click the  icon.

NOTE: Only the creator or manager of a group can add members or delete the group.

### 3.3. PROGRAMS

The platform can support multiple assessment programs simultaneously. SDAP supports the SD Benchmarks, EOC, Classroom and District Secure programs.

If a user has permission to edit program properties, an “Edit this Program” link will appear under each program.

If a user does not have permission to edit program properties, they will simply see a listing of the programs available within the portal.

### 3.4. STANDARDS

The Standards tab provides a reference for the content standards being assessed. Users can navigate through the standards by clicking each standard.



Within Authoring, items can only be aligned to standards which have been loaded into the Portal.